

**U.S. Department of Transportation**  
**Office of the Secretary**



**DOT Headquarters Parking Facility Policy**

**September 2008**

## **Table of Contents**

<b>Section 1.0 Purpose.....</b>	<b>3</b>
<b>Section 2.0 Policy.....</b>	<b>3</b>
<b>Section 3.0 DOT Parking Guidelines.....</b>	<b>3</b>
<b>Section 4.0 Requirement for Liability Insurance.....</b>	<b>5</b>
<b>Section 5.0 Priority of Assignments for Parking Spaces.....</b>	<b>5</b>
<b>Section 6.0 Review of Assignments of Parking Spaces.....</b>	<b>6</b>
<b>Section 7.0 Temporary and Overnight Parking.....</b>	<b>6</b>
<b>Section 8.0 Issuance of Parking Permits.....</b>	<b>7</b>
<b>Section 9.0 Enforcement of Parking Rules and Regulations.....</b>	<b>7</b>
<b>Section 10.0 Definitions.....</b>	<b>8</b>
<b>Section 11.0 Permit Types.....</b>	<b>10</b>

## **Section 1. Purpose**

This document states the guidelines and procedures for the U.S. Department of Transportation, (DOT) Headquarters Parking Facility. All drivers and vehicle occupants who park in the facility are responsible to understand and adhere to these rules. The DOT Headquarters Parking Facility Policy is available at <http://transerve.dot.gov> . Violations of these rules may be grounds for suspension or revocation of parking privileges, monetary penalties (fines), and disciplinary action.

## **Section 2. Policy**

The Office of Financial Management (M-70) establishes policy regarding vehicles authorized to park in the DOT Headquarters Parking Facility. Facility parking will be made in the interest of most effectively serving the official purposes and functions of the U.S. Department of Transportation. To conserve energy and in compliance with the Federal Employees Clean Air Incentives Act (1993), Executive Order 13150, and the Code of Federal Regulations Title 41: Section 102.74.265 – 102.74-310 and 102-74.430(f), DOT employees and contractors are encouraged to sponsor and/or join a carpool or vanpool.

## **Section 3. DOT Parking Guidelines**

- A. The TRANServe Parking/Transit Office is responsible for the administration and control of the DOT [headquarters](#) parking facility. [The responsibilities of this office include:](#)
  - 1. Allocating parking spaces for specific vehicles or individuals;
  - 2. Approving parking by employees, contractors and certain visitors; and
  - 3. Approving parking applications.
- B. [The Code of Federal Regulations](#), 41.102.74, [requires all](#) privately owned vehicles parking [in the](#) DOT headquarters [parking facility to be](#) registered with the TRANServe Parking/Transit Office. This is applicable to DOT badged staff that may apply to park on a daily, weekly, and/or monthly basis.
- C. All participants –daily, weekly and monthly - and their vehicles parking at the DOT headquarters parking facility must perform a one time registration online at: <http://parkapp.dot.gov>. Completion of a parking application does not indicate approval. The application is tentative until approved by the Parking/Transit Office. Allow 2-3 business days for registration processing. Applicants will be notified of application status by email. If approved for a monthly permit, a valid DOT identification badge and a current driver's license are required when picking up approved permits from the Parking/Transit Office.

- D. Parking permit approvals are for a six (6) month period. Approval is based upon space availability and authentication of the information submitted. All permit holders are required to recertify every six months to update information and ensure space availability. Recertification can be completed online at <http://parkapp.dot.gov>.
- E. Daily and weekly parkers are reminded that they will be denied access to the garage if they do not pre-register and receive a registration card. The registration card must be presented at the garage entrance to obtain the appropriate permit.
- F. DOT parking permits holders are responsible for:
1. Notifying the Parking/Transit Office of any changes in carpool membership or other application information.
  2. Complying with the Guidelines governing the use of the parking facility.
  3. Ensuring all vehicles parking in the garage are listed on the application.
- G. Permits are non-transferable with the following exceptions:
1. Vehicle permits may only be shared by registered members of a carpool or vanpool.
  2. Vehicle permits may be used for motorcycles.
- H. Operators of all vehicles entering or on the parking garage premises must:
1. Present a valid DOT issued ID-card for each person to enter the garage.
  2. Not exceed the posted speed limit of five (5) mph.
  3. Turn headlights on.
  4. Drive in a careful and safe manner at all times.
  5. Ensure that their vehicles display current district or state issued tags.
  6. Comply with signals and directions of security officers, parking attendants or other authorized individuals, and all posted traffic signs.
- I. The garage is configured for stacked and tandem parking. Stacked parking occurs when vehicles are parked in drive aisles. Tandem parking occurs when two vehicles are parked in one extended length space. The first vehicle to arrive must move forward toward the wall. The second vehicle parks behind the first. The second vehicle's driver must leave the ignition key with the attendant. Failure to do so interrupts garage operations and traffic flow, particularly, when blocking another vehicle. The attendant will secure the key in a locked unit and provide the driver with a claim check. A new claim check is required for each entry. A vehicle will only be moved by a parking attendant if the vehicle is blocking a vehicle that needs to exit.
- J. Prior to 6:00 p.m. customers may retrieve their keys in the area where they parked. Between 6:00 – 6:30 p.m., remaining keys will be located at the attendants' booth on the P1 level. After 6:30 p.m., keys will not be available until the next business day. Employees parking in the building are encouraged to have an extra key with them.
- K. Hazardous materials such as propane tanks, fireworks, etc., are not permitted in the garage.

- L. Smoking is prohibited in the parking garage. This includes smoking inside vehicles.
- M. Littering is prohibited in the parking garage. This includes tossing cigarette or cigar butts and emptying ashtray contents onto the garage floor.
- N. Permit users (holders) are responsible for (1) payment of permit fees; (2) any fines that may be assessed; (3) any unauthorized use of the permit; (4) reporting any lost or stolen permits to the Parking/Transit Office immediately; and (5) ensuring that the information on the application is kept complete, accurate, and current.

#### **Section 4. Requirement for Liability Insurance**

All vehicles authorized to use parking spaces in the DOT parking facility are required to be insured for property damage and personal liability. The vehicle owner must report any claim of damage to their vehicle to the Parking/Transit Office (Room W12-190) and Security Officer on duty prior to moving the vehicle. The Parking/Transit Office will advise the owner of the procedures to be followed for making a claim for damages with the parking garage contractor. *After normal business hours and on weekends, reports of vehicle damage must be submitted to the Security Officer on duty before moving the vehicle for appropriate handling.*

#### **Section 5. Priority of Assignments for Parking Spaces**

- A. Agency owned or-leased vehicles
- B. Job Requirement
- C. Persons with Disabilities (as defined in Section 10.10, 10.11 & 10.16)
- D. Special Schedule
- E. Carpools/Vanpools consisting of the highest number of DOT staff are given first priority. When carpools with an equal number of regular members exceed the number of spaces available for assignment, priority is given to those carpools whose fulltime members have the highest total number of years of DOT service.
- F. Weekly, Daily and Off Hour permits are honored on a space available basis.

#### **Section 6. Review of Assignments of Parking Spaces**

Applicants are required to recertify every six months.

#### **Section 7. Temporary and Overnight Parking**

- A. Temporary parking may be approved for:
  - 1. DOT headquarters staff working in support of a specific job related assignment.
  - 2. Offsite DOT staff attending headquarters meetings or mandatory training occurring before or beyond hours that make it impractical to use public transportation, or ridesharing, may be assigned limited temporary parking. Requests must be submitted by the requestor's manager 3-5 days in advance to:

Parking.Transitoffice@dot.gov . An email confirmation will be routed within 24 hours after request is received.

- B. Overnight parking may be approved for registered Monthly permit holders only. Daily, Weekly, and Off Hour permit holders are not allowed to park overnight unless on official travel and preapproved by the Parking/Transit Office. The request must be submitted 3 -5 days in advance and include specific dates, purpose, and onsite emergency contact with ignition keys. An email confirmation will be routed within 24 hours after request has been received.

## **Section 8. Issuance of Parking Permits**

- A. Monthly, Weekly, and Daily permits are sold Monday - Friday from 8:30 a.m. - 4:00 p.m. in the Parking/Transit Office (W12-190). Off Hour permits (see section 10.6 for definition) are available at no cost.
  - 1. Monthly permits are vinyl recyclable hang-tags with a monthly color-coded decal. Current decals must be displayed by the first day of the new month.
  - 2. Weekly and Daily permits are paper hang-tags with specific valid dates.
  - 3. Off Hour permits are vinyl hang-tags with specific valid dates.
- B. In compliance with internal financial management controls, up to three monthly decals may be purchased at a time, ten business days prior to the first month of a new quarter. Fiscal quarters are: October - December, January - March, April - June, and July - September. Decals may be purchased anytime throughout the current quarter.
- C. Permits and decals are the responsibility of the purchaser and are non-refundable. Participants who have not purchased decals by the fifth day of the month may become ineligible for the remainder of the current six-month period. If a participant becomes ineligible, they may be placed on the waiting list by emailing a request to our main mailbox at: Parking.Transitoffice@dot.gov . An email will be routed within 24 hours after request has been received.

## **Section 9. Enforcement of Parking Rules and Regulations**

- A. Violation notices are issued for, but not limited to:
  - 1. Failure to display permit.
  - 2. Displaying an invalid permit.
  - 3. Parking in an unauthorized space.
  - 4. Unauthorized parking in an accessible space.
  - 5. Not pulling forward in a tandem space.
  - 6. Failure to leave ignition key with attendant when parking tandem.
  - 7. Failure to pay daily parking fee on the day of parking.

- B. Vehicles in violation may be subject to ticketing and/or towing at owner's expense.
- C. Parking privileges may be revoked for a mandatory period of six months when three violations occur within a six-month period.
- D. Failure to comply with DOT security requirements in the parking garage during an emergency may result in the immediate suspension or permanent loss of parking permit privileges as determined by the DOT Director of Security or designee.

## Section 10. Definitions

1. **Carpool:** a group of two or more employees who routinely share a motor vehicle for transportation to and from work.
2. **Contractor:** a non-federal DOT staff member with a permanent DOT badge.
3. **Employee:** permanent federal DOT staff.
4. **Employee Transportation Bulletin:** ET Bulletins expound further on subjects such as Off Hour parking, emergency preparedness, etc. Bulletins are available at <http://transerve.dot.gov> under Parking Policy & Bulletins.
5. **Job Requirement (permit type):** employees who perform various complex assignments in matters of agency responsibility under the constraints of time and/or sensitivity and whose workload and schedule are often dictated by unexpected events requiring immediate attention and for which it is impractical to be part of a carpool or conducive to mass transit. Employees who are required to remain on duty more than eight days per month beyond normal commuting hours of 6:00 a.m. - 6:00 p.m. These permits require approval by the designated modal representative.
6. **Off Hour parking:** 6 p.m. until 12:00 a.m. Monday – Friday and Saturday and Sunday 6 a.m. until 12:00 a.m. Off Hour permit holders are not allowed to park overnight.
7. **Official parking:** parking spaces reserved for DOT owned or leased vehicles.
8. **Parking facility:** garage under the jurisdiction and/or control of the U.S. Department of Transportation (DOT) in or on which motor vehicles are temporarily parked.
9. **Parking space:** the area allocated in a parking facility for the temporary storage of a passenger-carrying motor vehicle.
10. **Persons with Disabilities:** DOT staff member(s) who has severe mobility issues, with a State or District issued parking permit or tag.
11. **Reasonable accommodations:** will be provided in accordance with DOT Order 1011.1, *U.S. Department of Transportation Procedures for Processing Reasonable Accommodation Requests by Employees and Applicants with Disabilities*.
12. **Regular member of a carpool:** a person who travels routinely (except when on leave) in a carpool for a minimum distance of five miles each way and whose worksite is located within reasonable distance (five mile radius) from the parking facility.
13. **Special Schedule (permit type):** workers whose documented work hours are subject to shift work, i.e., duty hours begin before 6:00 a.m. (alternative work

schedules do not qualify for this category). These permits require approval by the designated modal representative.

- 14. Stacked Parking: Parallel** Parking in drive aisle.
- 15. Tandem Parking:** One space shared by two vehicles, first vehicle to arrive parks toward the wall. The second vehicle parks behind first vehicle.
- 16. Temporary Medical Conditions/Short Term Disability:** Medical conditions that are of limited scope and duration, which in the normal course of events, will cease to exist as medical conditions. Examples of temporary medical conditions include, but are not limited to, sprains, broken limbs, recovering from surgery, etc.
- 17. Temporary Parking:** Official parking for DOT headquarters and offsite staff working in support of a specific job assignment.
- 18. Tenant:** other employees to the extent space is available.
- 19. Vanpool:** a minimum of seven riders, the permit holder, plus six other riders who routinely share transportation to and from work.

## **Section 11. Permit Types**

See Section 10 for detailed definitions.

- Bicycle
- Carpool
- Contractor
- Job Requirement
- Motorcycle
- Off Hour
- Persons with Disabilities
- Special Schedule
- Tenant
- Vanpool